



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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KIMBERLY G. BOSWELL
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE: Planning & Quality Assurance Specialist III **NUMBER:** 21-60

JOB CODE: Q3000 **DATE:** December 3, 2021

SALARY RANGE: 77 (\$47,805.60 - \$72,595.20) **PCQ#:** 8824061

JOB LOCATION: Department of Mental Health
Region V Community Services
631 Beacon Parkway West, Suite 211
Birmingham, AL 35209

MINIMUM QUALIFICATIONS:

- Master's degree in Public Health, Public Administration, Health Administration, Business Administration, Statistical Analysis/Research, or a human services field. Registered Nurses qualify with a Bachelor's degree in Nursing.
- 48 months or more experience in providing developmental disabilities program services.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or eligibility for, license or certification, if required for the particular discipline.
- Must have a valid driver's license to operate a vehicle in the State of Alabama.

KIND OF WORK:

- Responsible for conducting ADMH compliance/quality reviews of all contract providers in accordance with Community Waiver Program standards.
- Generates written compliance/quality reports upon completion of site visit.
- Conducts for-cause compliance/quality reviews and follow-up compliance/quality reviews as indicated by results of compliance/quality reviews and complaints.
- Reviews corrective actions and service providers' implementation of corrective actions to ensure compliance with compliance/quality standards and ADMH/DDD policy.

- Collects data related to service provision, incidents/injuries, etc., and completes trend analysis to ensure compliance is maintained with waiver assurances.
- Coordinates consultation, technical assistance, and in-service training to Community Waiver Program providers so that services are delivered at optimum levels, notable review findings are addressed, specific goals are achieved, quality enhancement plans are realized, and as a requested or needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Developmental Disability service delivery system in Alabama.
- Knowledge of quality enhancement concepts and program planning/evaluation.
- Knowledge of ADMH regulations, policies, procedures, and standards.
- Knowledge of ADMH/DDD Administrative Code.
- Knowledge of the Home and Community-Based Services (HCBS) Settings Rule.
- Ability to effectively plan, direct, coordinate, and review the efforts of various people and resources to achieve desired outcomes.
- Ability to establish and maintain effective working relationships with various individuals.
- Ability to analyze information and recommend appropriate action.
- Ability to plan, organize, prioritize, and execute work activities independently.
- Ability to communicate both verbally and in writing.
- Ability to operate a personal computer and related software.
- Ability to travel within assigned geographical areas.

METHOD OF SELECTION: Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

DEADLINE: December 17, 2021

EQUAL OPPORTUNITY EMPLOYER

Click Here to Apply:
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>